December 21st

9:30 Ribbon Cutting and Chamber Coffee in the New Middle School Commons

4-6:30 Open House for the Public

Tours

December 15th- Faculty Tour at 2:30

December 13th-17th High School Student Tours during Homeroom

December 20th Middle School Student Tours by Grade

December 21st Lucia Wallace Student Tours by Grade

December 3rd Facility Committee Tour @ 5:00

Orientation- January 12th

Middle School Student Orientation

Moving Locker Contents and Books

Run Through of Schedule

Staff Orientation

Library Procedures

Office Procedures

Office Responsibilities

Printers and Copiers

New Building Care

Phone and Intercom Training

Prior to Moving Day

Cardboard around doorframes

Plastic over carpet

Carpet or mats in hallways

Sand on streets and sidewalks

Color Code (or some id system) Rooms and Trucks

Group to move file cabinets

**Trailer Partners Trailer Loading Trailer Unloading**

Todd Louwagie-Pat Hamilton Old MS Southeast North Pod

Mike Weier-Jim McMahon Old MS Northeast South Pod

Holly Waltz-Pete Waltz Old MS East South Pod

Jeanette Walker-Val Hamilton Old MS North North Pod

Kim Benson-Lori Ludwig-Lynn McMahon Old MS North South Pod

Dave Rich-Sheila Laubenthal-Black Old MS North South HS Lot

Faye Bernhard-Patty Hunt Old MS Southwest South Pod

Clark Connor Annex West South HS Lot

Gregg Wellman Old MS North MS Commons

Office/Guidance-Warrant Old MS West North Commons

Shelley Louwagie-Kris VanDeventer Old MS South Southwest HS

Lunchroom/Commons Annex West MS Commons

Rich Collison Old MS West MS Northside

Twait/Library Old MS West North Commons